CHAPTER XXVIII

The Yeravda Prison Press.

464. The Yeravda Jail Press originated in a small printing outfit in the office of the Inspector General of Prisons, Poona, in or about the year 1866, for the purpose of issuing departmental circulars, etc. The precise date on which it started work is not known but circulars printed in the years 1866 and 1868 have been found on the record of the Inspector General of Prisons, Poona. Such circulars continued to be printed and issued in this press up to the year 1869 when in the year 1870 this printing establishment was shifted to Poona City Jail, as circulars printed in that year and with the imprint " Printed at the Poona Jail Press " were found on record. In the year 1883, the press establishment was somewhat developed and this small press seems to have handled all departmental circulars and a large portion, if not all, of the jail department forms until about the year 1885.

465. In the month of August 1885 this Poona City Jail was abolished and the press establishment was transferred to new quarters in the New Yeravda Central Prison. In the year 1891, Government raised the question of the advisability of executing form printing for various departments of Government at the Yeravda Jail Press on a large scale. After a considerable correspondence with the Inspector General of Prisons, Poona, and on his concurrence with the view held by Government, it was finally decided to execute all form work at the Yeravda Jail Press. Later on in the same year, the Superintendent, Government Central Press, Bombay, was deputed to visit the Yeravda Jail Press and the Government Press in Madras (*vide* Government Resolution No. 6046, dated the 27th September 1893) to ascertain how far the form printing of Government departments could be introduced as a Jail Industry in Yeravda. He reported adversely and the proposal was for the time being shelved. (*Vide* Government Resolution, Judicial Department, No. 5775, dated 20th August 1894.)

466. On further representations and reports made by some officers and the most important of which being that of the Inspector General of Prisons, Poona, Government again sanctioned the deputation of the Second Deputy Superintendent, Government Central Press, Bombay, for three months to enquire into the proposed transfer of work and the establishment of the printing industry at Yeravda. (*Vide* Government Resolution, Judicial Department, No. 2460, dated the 1st of April 1896.) The considered report of this officer was read and on the suggestions made by the Superintendent, Government Central Press, Bombay, orders were issued to the Inspector General of Prisons, Poona, that in addition to the jail forms, the work of manufacturing and stocking of envelopes, guard books, Registration and Deccan Agricultural Relief Acts forms should be taken up as a start, with instructions to augment this endeavour with the occasional help from the Government Central Press, Bombay.

(*Vide* Government Resolution, Judicial Department, No. 2432, dated the 30th March 1898.) After experience was gained, it was decided by Government (*vide* G.R., J.D., No. 2467, dated 13th June 1899) that all printing and distribution of standard forms for all departments of Government should be transferred to the Yeravda Central Prison Press.

467. The work and scope of this press gradually expanded and in the year 1900 (*vide* G.R., J.D., No. 7595 dated the 10th November 1900) the post of the Superintendent of the Deccan Central Prison was created. In the year 1902, the printing and supply of magisterial, police and judicial forms was taken over by the Yeravda Prison Press. The total outturn of the press by this time amounted to from 3½ to 4 million forms and the addition of the magisterial and police forms, etc., raised this outturn to 18 million forms. To accommodate this addition and for the installation of stereo foundry some temporary additional work-sheds were allotted during the next two or three years. To provide for the growing requirements of this Press, the question of erecting a suitable building was taken up by Government in May 1907, and the press was removed to its present quarters. (*Vide* Government Resolution, P. W. D., No. C.W. 938, dated the 30th March 1905.)

468. The removal of the Press to the new spacious building resulted in taking over the balance of the standard form printing amounting approximately to 30 millions of forms annually, making a total output and handling of between 45 to 50 millions of forms per year. Further as per orders issued in G.R., G.D., No. 7071, dated the 22nd October 1912, the work of printing of all forms, standard and special, including those the average consumption of which is less than 500 was also transferred to this press and has since been entirely executed by this press. To this, the committee appointed by Government in 1912, added all non-urgent work from the Government Central Press, Bombay, and finally all Sind standard forms came to the Yeravda Press from the Commissioner's Printing Press, Karachi, in the year 1917, with the exception of revenue, judicial and civil forms which only were retained at Karachi. At this stage the outturn at the Yeravda Prison Press reached its maximum importance and so continues undisturbed until now.

469. All destandardized forms Spl. forms class (*a*) were formerly printed at the Government Central Press, Bombay, every fifth year after obtaining the requirements of all officers for 5 years, and supplied to them in stocks to last for a number of years. In view of the fact that no practical check was exercised on such demands and owing to the scanty accommodation available in certain offices to keep such a large stock and as a result maintenance of an inaccurate account of stocks received and consumed it was directed that the printing of these destandardized forms should be transferred to the Yeravda Prison Press who should print them in a three or five years' requirements at a time according to its convenience and supply them to the indenting officers annually along with the standard forms in a quantity sufficient for a year's requirements only. (*Vide* G.R., G.D., No. S. 62, dated 15th March 1935.)

Powers of the Manager, Yeravda Prison Press.

470. The Manager, Yeravda Prison Press, Yeravda, exercises the following powers as per the authorities quoted under each :—

(1) To appoint and promote persons to hold all the posts on the subordinate establishment of the Yeravda Prison Press with the exceptions of the heads of sections of the undernoted appointments :—

1. Head clerk,
2. Head examiner,
3. Composing foreman,
4. Overseer,
5. Binding foreman,
6. Fitter and turner.

(Rule 87 in appendix D to the Bombay Civil Services Classification and Recruitment Rules).

(1*a*) To grant leave of any description, other than special disability leave, admissible under the rules applicable to the persons concerned, in respect of the holders of the posts which can be filled up by the Manager, if vacant. (Rule 623 of the B. C. S. R., Financial Publication No. V, and Rule 3 of App. XLIV-A of the B. C. S. R., Financial Publication No. V.)

(2) To sign the establishment and piecework pay bills and the abstract and contingent bills (the latter being forwarded to the Superintendent, Government Printing and Stationery, Bombay, for countersignature).

(3) To endorse cheques.

(4) To make payments of money into the treasury.

(5) To purchase articles of dead stock or petty plant to the extent of Rs. 25 per each kind of articles. (For items 2 to 5, *vide* G.O., G.D., No. 1450, dated 18th February 1915, and G.O., G.D., No. 10756, dated 18th October 1920.)

(6) To purchase stores, spare parts, etc., the value of which is Rs. 100 or less for each item. (*Vide* letter No. A.B. 47, dated 3rd April 1927, from the Superintendent, Government Printing and Stationery, Bombay.)

(7) To sign travelling allowance bills for the establishment of the Yeravda Prison Press. (Sub-rule 23 under T.O. 16 and Appendix I to the Financial Publication No. II).

(8) To sanction recurring contingent expenditure up to Rs. 10 per mensem and to six months' duration (*vide* Serial No. 12 of the Financial Publication No. VII).

(9) To sanction refunds due to return of Government publications and forms sold to the public or other bodies or departments (*vide* Serial No. 14 of the Financial Publication No. VII).

(10) To execute contracts for the supply of articles of dead stock or petty supplies up to the monetary limit mentioned at items (5) and (6) above and to execute contracts for the sale of useless, unclaimed, or confiscated articles (*vide* Serial No. 24 of the Financial Publication No. VII).

(11) Power to sanction advances of pay and travelling allowance to the members of the Yeravda Press establishment (*vide* Serial No. 36 of the Financial Publication No. VII).

(12) To write off unserviceable articles of dead stock up to the limit of sanction for purchase (*vide* Serial No. 38 of the Financial Publication No. VII).

471. *Work done by the Yeravda Prison Press.*—(1) Printing, storage and supply of the following standard forms and envelopes including the destandardized forms of the respective series :—

(*a*) General forms.

(*b*) Revenue forms.

(*c*) Public Works Department forms.

(*d*) Magisterial, Criminal Procedure Code and Police forms.

(*e*) Judicial forms.

(*f*) Treasury forms.

(*g*) Educational forms and School Board account Code forms.

(*h*) Forest forms.

(*i*) Jail forms.

(*j*) Registration forms.

(*k*) Excise and Opium forms.

(*l*) Sanitary and Vaccination forms.

(*m*) Secretariat forms.

(*n*) Stamp forms.

(*o*) Civil Medical forms.

(*p*) Local Board account and Local Fund forms.

(*q*) Agricultural, Veterinary and Glanders and Farcy Department forms.

(*r*) Other Local Fund forms.

(*s*) Municipal forms.

(*t*) Village Panchayat and Village Benches forms.

(*u*) Forms for Co-operative Societies. (These will not be printed and stocked after the old stock at the Press in exhausted *vide* G.R., R.D., No. 4057-H/33, dated 12th August 1939.)

(*v*) Envelopes with superscription " O.H.M.S."

(2) Standard forms for Sind Government only :

(*a*) Forest forms.

(*b*) Police forms.

(*c*) Magisterial forms.

(*d*) P. W. D. forms.

(*e*) Registration forms.

(*f*) Educational forms.

(*g*) Local Fund forms.

(*h*) Cattle Pound forms.

(3) Lists of engagements, dinner lists, plans, small tour programmes, etc. for H. E. the Governor of Bombay when the Government are at Poona.

(4) Die-stamping work for the Secretary to H. E. the Governor of Bombay or the Military Secretary to H. E. the Governor when the Government are at Poona.

(5) Urgent notes and other small work for the Secretariat departments at the time of Council Sessions in Poona.

(6) Desk diaries and calendars.

(7) Appeal Cases (Civil) of His Majesty's High Court of Judicature, Bombay.

(8) Binding of library books and office files for the officers in Poona and nearer places up to Sholapur (*vide* G.O., G.D., No. 7829, dated 9th October 1915 and G.R., G.D., No. 6986, dated 6th July 1932).

(9) Special envelopes.

(10) Port folios and Katcha file covers for the P. W. D.

(11) File boxes for the Secretariat.

(12) Manufacturing and renovation of tabs for the Revenue Department.

(13) Bulletins and leaflets of the Agricultural and Co-operative departments.

(14) Forecast reports of the Agricultural Department.

(15) Coup sale notices of the Forest Department.

(16) Notices and Jahirnamas regarding the conduct of festival processions, etc.

(17) Proceedings of the Judicial conferences.

(18) Lists of Jurors and Assessors.

(19) Schedules of the General Provident Fund, Defence Savings Provident Fund and Postal Insurance Fund to be attached to the Establishment Pay Bills.

(20) Annual Reports on the Administration of the Talukdari Estates in Guzerat.

(21) Lists of villages in talukas.

(22) Half-yearly list of subordinate medical service officers.

(23) Special forms (except those of Bombay and Suburban officers).

(24) Weather Reports, confidential code books and book-binding work for the Director General of Observatories, Poona, subject to the sanction of the Controller of Printing and Stationery, New Delhi.

(25) Service Books in EM, EG and EK (biglot).

(26) Fortnightly new sheet in Marathi and Gujarati for the use of prisoners.

(27) All kinds of blank books, books for stenographers, pocket note books, port folios, ruled papers, etc., required by the Government Stationery Office, Bombay, for supply to indenting officers.

N.B.—Items 1 and 2 only are stocked at the Yeravda Prison Press. The rest are printed to order and supplied.

List of Periodical Returns submitted by the Yeravda Prison Press.

472. *List of Periodical Returns submitted by the Yeravda Prison Press.*

Serial No.	Nature of Return.	Due Date.	Description of the Return.	To whom to be sent.	Authority.	Remarks.
1	2	3	4	5	6	7
1	Daily ..	Daily ..	Statement showing the Number of Convicts employed in the Press.	Superintendent, Yeravda Central Prison, Yeravda.	Government Order, General Department, No. 8757, dated 2nd November 1914.	
2	Weekly ..	Monday ..	List of publications published during the week ending Saturday.	Director of Information, Bombay.	Government Order, General Department, No. 7451, dated 13th July 1920.	
3	Monthly ..	1st of each month.	Statement of Invoices for supplies made and supplies received.	Accountant General, Bombay.	General Letter No. 6-T.M.-Reforms/1088, dated 5th August 1939 from the Accountant General, Bombay.	
4	Do. ..	Do. ..	Report on the strength of convicts working in the Press.	Superintendent, Government Printing and Stationery, Bombay.	No. P.B. 2391, dated 10th February 1939 from Superintendent, Government Printing and Stationery, Bombay.	
5	Do. ..	Do. ..	Monthly statement of cash received and credited into Treasury.	Superintendent, Government Printing and Stationery, through the Treasury Officer, Poona.	Government Circular, General Department, No. 6611, dated 6th September 1920. No. A.B. 2184 of 28th September 1929 from	

					the Superintendent, Government Printing and Stationery.
6	Do. ..	5th of each month.	Two sample sheets from each consignment of paper received from the Mills.	Superintendent, Government Printing and Stationery, Bombay.	No. A.B. 1356 of 3rd August 1932.
6-A	Do. ..	Do. ..	Consolidated statement of allocation of the convicts working in the Press during the month and intimation to Jail office for preferring invoice for convict labour.	Jailor, Yeravda Central Prison.	Press Standing Order.
7	Do. ..	Do. ..	Statement of adjustments in the accounts of forms made in the ledgers during the previous month.	Superintendent, Government Printing and Stationery, Bombay.	Standing Order of the Press.
8	Monthly ..	5th of each month.	Statement showing the sale prices of new and revised forms, worked out during the previous month for sanction of the Superintendent, Government Printing and Stationery.	Superintendent, Government Printing and Stationery, Bombay.	Standing Order of the Press.
9	Do. ..	10th of each month.	Statement of new and revised standard forms with samples and of the forms removed from the catalogue of Standard forms during the previous month.	Superintendent, Government Printing and Stationery and the Controller of Printing and Stationery, New Delhi.	(No. F.B. 707, dated 12th September 1925 from the Superintendent, Government Printing and Stationery.) No. 4/29/35-P, dated 2nd September 1935 from the Controller of Printing and Stationery, New Delhi, and No. S.G. 1359, dated 9th September 1939.

Serial No.	Nature of Return.	Due Date.	Description of the Return.	To whom to be sent.	Authority.	Remarks.
1	2	3	4	5	6	7
10	Monthly ..	10th of each month.	Detailed bill of contingent charges (i) for recurring and (ii) non-recurring items of expenditure.	Accountant General, Bombay, through the Superintendent, Government Printing and Stationery.	Financial Rule 93 under Development Rule 37 (e), Government Resolution, Finance Department, No. 3431, dated 24th September 1915 and Government Order, General Department, No. 1450, dated 18th February 1915.	
11	Do. ..	Do. ..	Monthly statement of expenditure ..	Superintendent, Government Printing and Stationery, Bombay.	Government Resolution, Finance Department, No. 2613, dated 7th September 1925.	
12	Do. ..	15th of each month.	Return (Standard No. Genl. 202) showing the names of officers occupying rent-free quarters while on leave, in duplicate.	Accountant General, Bombay. Copy to the Executive Engineer, Public Works Department, Poona, in respect of Establishment entitled to rent-free quarters.	Government Resolution, Public Works Department, No. 8146, dated 20th November 1928.	
13	Do. ..	Do. ..	Monthly statement for the adjustments of the cost of stationery supplied and Printing work done by the Stationery and Printing Department for (1) Central Government, and	Superintendent, Government Printing and Stationery, Bombay.	Government Resolution, General Department, No. 8938, dated 9th November 1932 and Superintendent, Government Printing and	

			(2) "48, Army and Marine Department". For (1) 4 copies and for (2) 5 copies.		Stationery, No. P.B. 789, dated 18th July 1932.
14	Annual ..	5th January..	Annual return of Operatives in duplicate.	Junior Inspector of Factories, Poona.	Factory Act, XXV of 1934.
15	Do. ..	Do. ..	Return showing the cost of work done for the Registration Department during the Financial Year.	Inspector-General of Registration, Bombay Province, Poona.	Government Resolution, General Department, No. 6705, dated 3rd January 1927.
16	Periodical ..	15th January .	Revised estimates of receipts and expenditure (both in India and in England) and of the value of supplies to the officers of Commercial Undertakings of the Bombay Government Estimates of Expenditure only in duplicate.	Superintendent, Government Printing and Stationery, Bombay.	No. A.B. 905, dated 3rd October 1941 from the Superintendent, Government Printing and Stationery.
17	Annual ..	Do. ..	Annual return regarding accidents and compensation paid as per workmen's Compensation Act, in duplicate.	Commissioner for Workmen's Compensation, Bombay.	Required by the Commissioner, every year.
18	Do. ..	Do. ..	Return showing the value of work done for the Jail Department during the Financial year excluding the cost of Jail forms, etc., sold on cash payment.	Inspector-General of Prisons, Bombay Province, Poona.	Government Resolution, General Department, No. 6705, dated 3rd January 1927.
19	Do. ..	15th February.	Stock taking list of Type in store and Stereo Matrics and Plates in store.	Superintendent, Government Printing and Stationery, Bombay.	No. P.B. 146, dated 25th April 1933 from the Superintendent, Government Printing and Stationery.
20	Do. ..	15th March ..	Estimate and Forecast of Stores, Plant and Machinery and Spare Parts required during the following year.	Do. ..	No. P.B. 2767, dated 22nd October 1927 from the Superintendent, Government Printing and Stationery.

Serial No.	Nature of Return.	Due date.	Description of the Return.	To whom to be sent.	Authority.	Remarks.
1	2	3	4	5	6	7
21	Annual ..	1st April ..	Certificate of cash premanent advance held.	Accountant General, Bombay, through the Superintendent, Government Printing and Stationery.	Article 93 (7) of the C. A. C., 8th edition.	
22	Do. ..	5th April ..	Return in respect of military officers re-employed.	Superintendent, Government Printing and Stationery, Bombay.	General letter No. 5 (T.M.29-C/1376), dated 9th September 1940 and General letter No. 6 (T.M. 29-C/1615), dated 8th October 1940, from the Accountant General, Bombay.	
23	Do. ..	Do. ..	Information as per Government Circular, Political and Services Department, No 2512/34, dated 6th September 1940 to the Superintendent, Government Printing—Statement showing the names of the applicants who claimed qualifications of conducting an adult education class.	Superintendent, Government Printing and Stationery, Bombay.	Government Circular, Political and Services Department, No. 2512/34, dated 20th August 1941 and Superintendent, Government Printing's No. M.B. 3230, dated 18th September1941.	
24	Do. ..	10th April ..	Establishment return in duplicate ..	Accountant General, Bombay.	Article 62 (*i*) of the C. A. C., 8th Edition.	
25	Do. ..	Do. ..	Gradation List of permanent Establishment.	Superintendent, Government Printing and Stationery, Bombay.	No. M.B. 2161, dated 22nd January 1941 from Superin-	

						tendent, Government Printing and Stationery, Bombay.	
26	Do. ..	Do. ..	Landed property return to be submitted Decennially.		Do. ..	Government Resolution, General Department, No. P. 110, dated 3rd March 1927.	This is now Decennial as far as Printing Department is concerned. Government Resolution, Political and Reference Department, No.70/33 (Fin.), dated 15th November 1933 for the new rules issued in place of rules 15 and 1719 of the F. P. No. VIII.

Serial No.	Nature of Return.	Due date.	Description of the Return.	To whom to be sent.	Authority.	Remarks.
1	2	3	4	5	6	7
27	Annual ..	10th April ..	Cost of forms and other work supplied to the Bombay-Sind Public Service Commission, to be communicated.	Superintendent, Government Printing and Stationery, Bombay.	Superintendent, Government Printing and Stationery's endorsement No. P.B. 4111, dated 7th Feburary 1940.	
28	Do. ..	Do. ..	Cost of forms, special work supplied to the Vaccine Institute, Belgaum, to be communicated.	Director of Public Health, Poona.	Superintendent, Government Printing and Stationery's No. A.B. 1959, dated 3rd October 1938.	
29	Do. ..	Do. ..	Return showing the progress of recruitment of depressed classes in menial posts.	Superintendent, Government Printing and Stationery, Bombay.	Government Circular, Political and Revenue Department, No. 600 (Fin.), dated 13th May 1936.	
30	Quarterly ..	Do. ..	Quarterly statement of expenditure in duplicate.	Do. ..	Government Memorandum, General Department, No. P.167/3425-C, dated 16th/21st May 1932, to the Superintendent, Government Printing and Stationery.	
31	Annual ..	15th April ..	Return showing the names and details of income of the employees of the Press whose income is not less than Rs. 1,600 per annum.	Income-tax Officer, Poona..	Article 21 of the Income-tax Act (Act XI of 1922).	

32	Do.	Do.	Statement showing the names of contractors and the amount paid to them during the financial year.	Income-tax Officer, through the Superintendent, Government Printing and Stationery.	Government Resolution, Finance Department, No. 5304 of 2nd April 1927 and No. P.B. 286, dated 27th April 1927, from the Superintendent, Government Printing and Stationery.
33	Do.	Do.	Statement of disputed supplies	Superintendent, Government Printing and Stationery, Bombay.	No. P.B. 2262, dated 27th August 1929, from the Superintendent, Government Printing and Stationery.
34	Do.	Do.	Information regarding payment of taxes for specific services.	Accountant General, Bombay, through Superintendent, Government Printing and Stationery.	T.M. 29-C/1038, dated 3rd August 1933, from the Accountant General, through the Superintendent, Government Printing and Stationery, No. A.B. 2239, dated 6th October 1933.
35	Do.	15th May	Report regarding major works to be carried out during the ensuing year.	Superintendent, Government Printing and Stationery, Bombay.	Government Resolution, Revenue Department, Circular No. P. 143, dated 14th May 1924.
36	Do.	Do.	Statement showing the names and addresses of the nearest relatives or friends of European officers serving in the office, in duplicate.	Government, through the Superintendent, Government Printing and Stationery.	Government Resolution, Political and Revenue Department, No. P. 187, dated 22nd November 1937.
37	Do.	1st June	Press Statements I to IV and V	Do.	Government Resolution, General Department, No. 4690, dated 19th March 1926.

Serial No.	Nature of Return.	Due date.	Description of the Return.	To whom to be sent.	Authority.	Remarks.
1	2	3	4	5	6	7
38	Annual ..	1st June ..	Cost of special printing and binding work done for the Court Receiver and Liquidator, High Court, Bombay.	Government, through the Superintendent, Government Printing and Stationery.	Government Resolution, Home Department, No. 8831/3, dated 9th August 1937, and Superintendent, Government Printing and Stationery's No. P.B. 1119, dated 25th August 1937, thereunder.	
39	Do. ..	20th May ..	Intimation regarding adjustment to be made in the Depreciation Fund Account.	Accountant General, Bombay, through the Superintendent, Government Printing and Stationery, Bombay.	Government Resolution, General Department, No. 4690, dated 19th March 1926, and letter No. D.A.I.56-1037, dated 17th June 1941, from the Accountant General, Bombay.	
40	Do. ..	15th July ..	Annual Report with statements to be sent.	Superintendent, Government Printing and Stationery, Bombay.	No. P.B. 457, dated 25th May 1939.	
41	Trienial ..	1st July ..	Renewal of declarations for the General Provident Fund.	Accountant General, Bombay.	General Letter No. 39 (P.F. 1/2761, dated 17th July 1929, from the Accountant General, Bombay).	

42	Annual ..	Do. ..	Annual statement of the cost of work supplied to the officers of the (*i*) Central Government (4 copies) and (*ii*) 48 Army and Marine Departments (Central)—5 copies.	Accountant General, Bombay, and Controller of Printing and Stationery, through the Superintendent, Government Printing and Stationery.	Government Resolution, General Department, No. 2738, dated 4th November 1924.
43	Do. ..	5th July ..	Intimation to the Superintendent, Government Printing and Stationery, regarding the probable value of supplies to the officers of the Central Government during the following year for purposes of Budget Estimates.	Superintendent, Government Printing and Stationery, Bombay.	....
44	Do. ..	15th July ..	Store Account of the Press ..	Accountant General, Bombay.	No. A.B. 2378 of 27th October 1928 and No. A.B. 2473 of 5th November 1928, from the Superintendent, Government Printing and Stationery, Government Memorandum, Finance Department, No. P. 259/14034-C of 5th December 1933.
45	Do. ..	Do. ..	Statement showing progress of realizations.	Do. ..	Do.

Serial No.	Nature of Return.	Due date.	Description of the Return.	To whom to be sent.	Authority.	Remarks.
1	2	3	4	5	6	7
46	Annual ..	25th August..	Classification of recruitment for several cadres during the year ending 31st July.	Superintendent, Government Printing and Stationery, Bombay.	Government Circular, Political and Services Department, No. 1673/34, dated 1st September 1939, and Superintendent, Government Printing and Stationery's No. A.B. 3389, dated 25th November 1939.	
47	Do. ..	1st September.	Budget estimate of receipts and expenditure, Parts I-B and II-A.	Do. ..	No. A.B. 4091 of 31st March 1926, from the Superintendent, Government Printing and Stationery.	
48	Do. ..	Do. ..	Details regarding cost of paper cuttings, etc., sold as per Government Resolution, Political and Services Department, No. 1561/34, dated 20th September 1939, to Superintendent, Government Printing and Stationery.	Do. ..	For 3 years. No. A.B. 3231, dated 14th November 1939, from Superintendent, Government Printing and Stationery.	
49	Do. ..	30th September.	Stock-taking list (balance sheets) of the stores including office stationery	Do. ..		

50	Periodical..	10th October .	The first revised estimate for the year in respect of Receipts and Expenditure (both in India and in England) and of the value of supplies to the officers of Commercial Undertakings of the Government of Bombay. Estimate of expenditure only in duplicate.	Do. ..	*See* Serial No. 16.
51	Annual ..	15th October .	Estimate of paper of English and Indian manufacture required during the ensuing year.	Do. ..	Government Resolution, General Department, No. 7662 of 30th April 1930, paragraph 1 (*g*), and No. P.B. 1698 of 1st November 1930, from the Superintendent, Government Printing and Stationery.
52	Do. ..	Do. ..	Indent for stores from England ..	Do. ..	Do.
53	Do. ..	31st October..	Stock-taking list (balance sheets) of Binding materials and papers.	Do. ..	....
54	Do. ..	15th November.	Stock-taking list (balance sheets) of dead-stock and petty plant stored before issue and spare parts.	Do. ..	....
55	Periodical..	10th December.	Revised estimate of Receipts and Expenditure (both in India and in England) and of the value of supplies to the officers of the Commercial Undertakings of the Bombay Government. Estimate of expenditure only in duplicate.	Do. ..	*See* Serial No. 16.
56	5th year ..	December ..	Quinquennial Inventory of Dead-stock and Petty Plant in use.	Do. ..	Government Order, General Department, No. 942, dated 26th January 1920 and No. P.B. 205, dated 26th April 1932, from the Superintendent, Government Printing and Stationery.

473. *Yeravda Prison Press :* Free Medical treatment to the families of staff of —

Government Resolution, Home Department, No. 4318/4, dated 1st September 1941.

Letter from the Superintendent, Government Printing and Stationery, Bombay, No. M.B. 1443, dated 2nd December 1940 :—

"I have the honour to invite your attention to Government Resolution, Home Department, No. 4035/2, dated 21st August 1931. From the date of this Resolution up to September 19th, 1940, the *families* of the Press staff have received free medical treatment from the Yeravda Prison Hospital. On September 19th, 1940, the Superintendent, Yeravda Central Prison, informed the Manager of the Press that members of the Press staff families were not entitled to free treatment. On a representation from this office, the Inspector General of Prisons authorised the continuance of the old procedure pending full consideration. That officer now informs me that a sum of Rs. 250 is expended every year on medicines for the Press staff and their families, and has requested that this department should meet this expenditure.

"In view of the fact that the Press quarters are situated at some distance from the Sassoon Hospital, I request that Government will sanction the free medical treatment and supply of medicines by the Central Prison Hospital to members of the Press staff and their families. This department will make the necessary provision for funds to cover the cost of medicines, if ordered, but in view of the fact that the Yeravda Prison Press takes a very regular supply of Prison labour and pays for it at a higher rate than any other Department pays, I consider that the procedure which has been in vogue ever since the inception of the Press might be permitted to continue, that is, that the Press staff and members of their families should receive free medical treatment and free medicines from the Central Prison Hospital."

Memorandum from the Inspector General of Prisons, Province of Bombay, No. 13, dated the 21st January 1941.

Memorandum from the Inspector General of Prisons, Province of Bombay, No. 98, dated the 4th July 1941.

Memorandum from the General Department, No. 2303/33-C, dated the 12th August 1941—Transferring the foregoing correspondence to the Home Department, for disposal.

RESOLUTION.—Government is pleased to extend to the families of the staff at the Yeravda Prison Press the concession of free medical treatment by the Medical Officer of the Yeravda Central Prison, granted to the Press staff under paragraph 4 of Government Resolution, Home Department, No. 4035/2, dated the 21st August 1931.

2. The cost involved should be debited to "28-Jails and Convict Settlements".

474. A list of Government officers authorised to indent on the Government presses for standard and destandardized forms and envelopes is printed as Appendix No. XIII. No addition to this list can be made without the sanction of Government.

In addition to the officers of Government mentioned in the Appendix No. XIII, the following local bodies are entitled to indent on the Yeravda Prison Press for standard forms only, on payment (*vide* Governmen. Resolution, General Department, No. 7965, dated 29th November 1930).

N.B.—Envelopes, compilation covers, case boards, file boards and slip blocks cannot be regarded as standard forms and these are not supplied by the Yeravda Prison Press to such Local Bodies, even on payment (*vide* Government Resolution, General Department, No. 7965, dated 29th November 1930).

List of institutions and local bodies referred to in the Government Resolution quoted above, authorised to indent on the Yeravda Prison Press for standard forms only, on payment :—

1. Local Boards,
2. School Boards,
3. Municipalities,
4. Cantonment Authorities,
5. Grant-in-aid Dispensaries,
6. Veterinary Dispensaries,
7. Registered and Recognised Schools,
8. Village Panchayats and Village Benches,
9. Officers of the Indian States, and
10. Private persons intending to purchase standard forms (except the items of stationery which cannot be sold).

475. *Printing work of local boards and municipalities.*—Government has authorised the Superintendent, Government Printing and Stationery, Bombay, to execute printing work of municipalities and local boards, at the Government presses, on the understanding that it does not interfere in any way with the confidential and urgent work of Government and that the full cost is paid by the local bodies.

(Government Memorandum, General Department, No. 3278/33-C, dated 15th March 1939.)

476. A list of Government officers and other bodies who indent on the Government presses in the Province for printing and binding work as well as for special forms is mentioned in the Appendix No. XIV.

477. A printed catalogue of all special forms supplied by the Government presses is maintained by the Government Central Press, Bombay, as well as by the Yeravda Prison Press, by departments, with additions and alterations corrected up-to-date with special departmental

numbers allotted to them. All officers of Government who indent on these presses for such forms and other printing work have on their record a copy of the list of forms indented for by them and supplied by the presses and it is desirable that the catalogues or lists pertaining to their offices are kept up-to-date with additions, alterations or cancellation of forms, if any sanctioned by Government from time to time.

478. The Superintendent, Government Printing and Stationery, Bombay, has been authorised by Government to distribute the printing of special forms and other work between the Government Central Press, Bombay, and the Yeravda Prison Press, Yeravda, according to convenience (*vide* Government Memorandum, General Department, No. 2636/33-C, dated 21st October 1938). It is therefore essential that all Government orders regarding printing work should be addressed to the Superintendent, Government Printing and Stationery, Bombay, and not to the Managers of the Presses direct (*vide* Government Memorandum, General Department, No. 2636/33, dated 16th May 1939).

479. Some of the rules printed hereafter in this chapter are common for the general working of the Government Central Press as well as the Yeravda Prison Press and some of them are purely for the supply of standard and destandardized forms from the Yeravda Prison Press.

480. Printing work for Government falls under the following main categories :—

(*a*) Book work ;

(*b*) Form work which is sub-divided into—

(1) Special Forms and (2) Standard Forms.

481. As a rule, all work to be done at Government presses for the officers of the Bombay Government must be sanctioned by Government (*vide* Government Order, General Department, No. 6259, dated 12th August 1915). The following heads of departments have been authorised by Government to sanction the printing of book work and special forms for their departmental use with the concurrence of the Superintendent, Government Printing and Stationery, Bombay (*vide* Government Resolutions, General Department, Nos. 9887, dated 5th September 1934, 9887, dated 22nd April 1936, and 9928/33, dated 1st March 1939 and rule No. 59 of the Financial Publication No. IX) :—

The Commissioners of Divisions.

The Commissioner of Excise.

The Chief Conservator of Forests.

The Director of Agriculture.

The Inspector-General of Prisons.

The Surgeon General with the Government of Bombay.

The Director of Public Health.

The Director of Public Instruction.

The Chief Engineer.

The Inspector General of Police.

The Inspector General of Registration.

The Director of Veterinary Services.

The Director of Industries.

The Registrar of Co-operative Societies.

The Consulting Surveyor to Government (through the Commissioner, Central Division).

482. Very urgent work may be done by the Government presses in anticipation of sanction (*vide* Government Order, General Department, No. 600, dated 29th January 1917) which must be obtained by the officers sending work and intimated to the Superintendent, Government Printing and Stationery, Bombay, as well as to the presses as soon as possible.

483. Except in very urgent cases indicated by Government Order, General Department, No. 600, dated 29th January 1917, the Managers of the Presses are authorised to refuse any work which is not previously sanctioned by Government, or for which such a sanction, if at all necessary, is not quoted. They are not responsible for any delay or inconvenience caused on this account to the indenting officers.

484. All demi-official papers and envelopes stocked by the Stationery office for supply to departments of the Secretariat and to the departments subordinate to the Government of Bombay shall be plain embossed (the plain embossing shall be of the same type, i.e. "Government of Bombay"). No demi-official papers or envelopes of any other class shall be supplied.

485. Colour embossed demi-official papers and envelopes will be provided for the use of the Ministers or Advisors of His Excellency the Governor and the Chief Secretary to Government, Political and Services Department. The use of colour embossed papers or envelopes by any other officer is prohibited, unless specially sanctioned by Government. Departments and offices may have, however, other details printed on the demi-official papers (*vide* Government Resolution, General Department, No. 2171, dated 11th April 1911, and General Department Circular No. 8236, dated 14th October 1914). For other particulars, see Chapter XIII of this Manual.

486. Printed letter and memorandum forms will be supplied to the heads of offices on the authority of the administrative departments concerned. The form of heading should be sanctioned by the administrative department at the time of sanctioning the issue (*vide* Government Resolution, General Department, No. 3450, dated 13th December 1923). The designations only of the heads of offices will be printed on the letter and memoranda forms (*vide* Government Resolution, General Department, No. 3450, dated 27th March 1924).

487. The file markers and other slips printed for the Secretariat offices will not be supplied to any other Government office without the sanction of Government. The officers asking for these should quote the authority sanctioning the supply.

488. With the exception of work which is of such an urgent nature as to preclude its being sent to and printed at a Government press in time, all Government work must be sent to and executed by the Government presses (*vide* Government Order, General Department, No. 600, dated 29th January 1917). The work exempted above can be done at private presses, but the bills therefor must be forwarded to the Superintendent Government Printing and Stationery, Bombay, for his countersignature to show whether the charges claimed are reasonable (*vide* Government Order, General Department, No. 1778, dated 22nd March 1915).

489. Work for officers of the Central Government requires the general or specific sanction of the Controller of Printing and Stationery, New Delhi, in every case. No sanction is, however, required in the case of work executed for—

(*i*) Officers of the Central Government which require such in connection with their work either as Agents of the Provincial Government or in the administration of local, private or semi-public funds where the expenditure is not Central.

(*ii*) Officers of the Indian Posts and Telegraph Department (except in Bengal) in which case the expenditure is debited direct to the Indian Posts and Telegraph Department.

(*iii*) Those Ecclesiastical officers of the Church of Scotland for whom certain limits have been laid down up to which they can have work executed without sanction, but only within the monetary limit fixed. (The cost of supplies of Provincial standard forms is not charged against the sanctioned monetary limit and, therefore, the sanction of the Controller of Printing and Stationery, New Delhi, is necessary.)

490. The following officers of the Central Government have been authorised to have certain work executed at the Bombay Provincial Government presses in accordance with the specific or general sanction:—

1. The Accountant General, Bombay.
2. The Collector of Customs, Bombay.
3. The Commissioner of Income Tax, Bombay.
4. The Registrar, Joint Stock Companies, Bombay.
5. The Director General of Observatories, Poona.
6. The Political Agent, Mahikantha.
7. The Political Agent, Rewakantha.
8. The Principal Officer, Mercantile Marine Department, Bombay.
9. The Collector of Salt Revenue, Bombay.
10. The Shipping Master, Bombay.

491. Subject to the exceptions (*i*), (*ii*) and (*iii*) as cited in paragraph 489 above, which also cover binding, no binding work, apart from the binding of work also sent for printing, can be executed by the presses of the Provincial Governments on behalf of the Central Government officers without the specific or general sanction of the Controller of Printing and Stationery, New Delhi, unless the binding in question is to be carried out at the expense of the officer or Department concerned.

492. Work sent to a press for printing should be accompanied by a requisition on the prescribed forms (Nos. Gen. 206 or 207) duly signed by the head of the office or his assistant authorised by him. The requisition must quote the number and date of the Government order sanctioning the work and contain clear instructions as to printing, size and quality of paper to be used, the number of copies required, and class of binding (*vide* Government Resolution, General Department, No. 6970, dated 10th August 1929).

493. While sending work to the press, the indenting officers shall, in every case, quote the budget head to which the cost of the work should be debited. In sanctioning any new work, Government in the Department concerned will indicate the budget head. (Government Resolution, General Department, No. 6970, dated 28th June 1928).

494. When official books or papers are sent for printing, the indenting officer should inform the manager of the press through the Superintendent, Government Printing and Stationery, Bombay, whether the printed matter should be classed as an official publication, and whether it is for departmental use only, or also for sale or gratis supply to the public. (Government Order, General Department, Nos. 7445, dated 25th September 1915, 1268, dated 18th February 1916 and 2750, dated 17th April 1916).

495. It is absolutely necessary that the "manuscript" of "copy" should in all cases be carefully and correctly prepared on one side of paper and finally sub-edited before it is sent to the press. In the case of book work the "copy" should be typewritten (*vide* (Government Resolution, General Department, No. 2196, dated 30th July 1887, Government Order, General Department, No. 9469, dated 24th November 1914, Government Order, General Department, No. 60, dated 4th January 1916, and Government Order, General Department, No. 3001, dated 10th April 1919). It is not the duty of the press to edit the manuscript sent to it (*vide* Government Order, General Department, No. 7390, dated 24th September 1915).

496. With the introduction of mechanical composition (i.e. expensive linotype and monotype machines) it has become necessary that the copy of the press should be prepared in a manner which would give the least possible trouble to the operators (*vide* Government Order, General Department, No. 5714, dated 23rd August 1916). All Government orders issued from time to time on this subject should be carefully attended to. The copy should be arranged in serial order, as otherwise the operator would have to keep on stopping the machine unnecessarily.

497. Marginal notes or cut-in-margins for subject headings, etc., entail much trouble with extra expense and should be avoided as far as possible. Headings to paragraphs can be more conveniently printed in a run-on style in the beginning of the paragraph, in a distinctive type, i.e., small caps., italics, etc.

498. The following rules have been laid down (*vide* Government Order, General Department, No. 4397, dated 27th June 1916) regarding resolutions, orders, letters, etc., printed for and issued by the departments of the Secretariat " with or without signature " :—

(1) Printed letters to the Government of India and other Local Governments and Administrations and to the Under Secretary of State for India and despatches to His Majesty's Secretary of State for India should be printed " without signature " only, the name of the officer signing the letter or despatch being written in manuscript by a junior clerk on the spare copies.

(2) All Government resolutions, orders, circulars and printed memoranda and letters except those specified in (1) above, should be printed " with signature " only.

(3) All Government resolutions, etc., referred to in (2) above which are now signed (or which under orders in force from time to time required to be signed) should be signed above the printed signature, the latter being put into brackets. The press should leave sufficient space for this purpose.

(4) Office copies of Government resolutions, etc., should be signed in full.

499. The headings and other particulars should be entered, where necessary, on the papers sent by the Secretariat to the press, in black ink at the top of each document as shown in the sample form appended to Government Order, General Department, No. 6368, dated 14th September 1917. The matter to be omitted should be encircled (faintly) with a red pencil, and capitalization, punctuation, etc., should be marked before copy is sent to the press. Unless otherwise indicated, all abbreviations (such as Government Order, Revenue Department, Assistant Collector, 2nd February 1916) will be printed in full. (Government Order, General Department, No. 6368, dated 14th September 1917.)

500. The managers of the presses have been authorised to return to the department or office concerned any manuscript, copy, or papers when they are not prepared according to the rules laid down. They should, however, indicate the defects while returning the work. If the work is marked " Very Urgent " or if the defects are of a trifling character, the work should not be returned. (Government Order, General Department, No. 6368, dated 14th September 1917.)

501. The managers of the presses should report to Government in the departments concerned, through the Superintendent, Government Printing and Stationery, Bombay, cases in which orders for clear " copy " have been repeatedly overlooked.

502. Drawings, sketches, etc., to be inserted in a work should be sent to the manager of the press to which the letter-press portion is sent. He will pass them on for printed copies or blocks to the Manager, Photozincographic Press, with the necessary instructions as to size to suit the size of the publication in which they appear, and other technical details, particularly the number of the screen to be used in the manufacture of half tones, so as to bring all the required details in the final print from the same (P.W.D. Office Order No. 244, dated 23rd December 1915 and Government Order, General Department, No. 2489, dated 5th April 1916). Plans, etc., required for the Bombay P.W.D. Technical papers, should also be similarly dealt with. (Government Memorandum, Public Works Department, Nos. 2324/27-M, dated 18th September 1919 and 18th January 1929).

503. Whether type of any work should be kept standing after it is printed is a matter entirely for the decision of the managers of the presses unless for special reasons instructions are issued by the officers sending the work.

Urgent work is more costly to produce than ordinary work. Work shall not, therefore, be treated as urgent except at the request in writing of the head of the office sending the work. If papers are marked very urgent by way of routine and there is reason to doubt the urgency in any case, they shall be referred back to the indenting officer for re-consideration.

504. In sending papers to the presses for printing the following rules should invariably to observed :—

Very Urgent should be marked on work requiring to be taken in hand within 3 days of receipt.

Early should be used for work requiring to be taken in hand within a week.

(Government Order, General Department, No. 1455, dated 5th February 1920.)

505. Confidential papers sent to the press should be enclosed in double covers, the inner cover being sealed, marked confidential, and addressed to the manager of the press by name, the outer cover bearing his official designation only.

506. If "copy" is prepared and edited strictly in accordance with the above rules, it should not be necessary to send out more proofs than one. In many cases, especially reprints, a proof should not be necessary at all.

507. Ordinarily it should not be necessary for the authors to detain the proof for more than a fortnight. (Government Order, General Department, No. 3106, dated 14th April 1915.)

508. Type locked up for an unduly long period involves an additional capital expenditure and inconvenience to other work. It is, therefore,

important that once a work is put into type, the passing of proofs and printing the required number of copies should not be delayed beyond a reasonable time.

509. Ov rtime work—reduction in the Government Central Press.

Government, General Department, Circular No. 3810/33, dated 9th April 1940.

It has been noticed that urgent or immediate work is usually sent to the press after 5 p.m. asking for copies on the same day or early next day, with the result that the press has to work overtime and pay a large amount of overtime allowance to the press employees. It is desirable that overtime work should be reduced to the utmost limit. In order to carry out the object in view, Government is pleased to issue the following instructions for the information and guidance of the Secretariat departments, heads of offices and the press :—

(1) Ordinary work which can be delayed for a few days should not be sent to the press for printing as an urgent piece of work. The Press should not work overtime for printing ordinary work.

(2) If it is decided by the Secretary, Joint Secretary, Deputy Secretary, Under Secretary or the Assistant Secretary, in the case of a Secretariat Department or by the head of the office, the office superintendent or a head clerk in the case of other Government offices that a particular work should be printed urgently, very urgently or immediately, a special requisition, which should be signed by the assistant secretary or the office superintendent or a head clerk, as the case may be, should be sent to the press indicating exactly the time (day and hour) when the work is sent to the press and the time by which the printed work is required by the department or the office, at the latest. In sending requisitions for urgent, very urgent and immediate work to the press, the departments and offices should take special care to see that the press is allowed sufficient time to print the work by the time required *without working overtime.*

(3) If it is considered that in any case of urgency sufficient time cannot be allowed the departments and offices concerned should see that such work is sent to the press wherever possible before 2 p.m. on ordinary days and before 12 noon on Saturdays so as to enable the press to make arrangements to do the work during the working hours, if the bulk of the work is limited. On receipt of requisitions for urgent, very urgent and immediate work, the press should print the work without loss of time and should distribute and adjust all printing work in such a way that no overtime may be required as far as practicable.

510. *Working hours at the Government Central Press on Saturdays.*—Government are pleased to direct that the working hours on Saturday for the technical establishment of the Government Central Press, Bombay, should, in future, be from 9-30 a.m. to 2 p.m. without recess,

instead of 9 a.m. to 4-30 p.m. as at present (Government Memorandum, General Department, No. 2319/33, dated 12th July 1938).

511. The Oriental Translator to Government arranges for the translations into vernaculars of all press notes and certain important resolutions. The issue of printed copies of the translations to the editors of vernacular newspapers is also arranged for by him. The Manager of the Government Central Press, Bombay, complies with the requisitions of the Government officers in this respect. (Government Order, General Department, No. 3678, dated 24th May 1916.) Such requisitions must, however, be sent to the press by the officers concerned within a fortnight of the date of receipt by them of the Government orders sanctioning the printing of such press notes of the resolutions. Any requisition sent after that date will be complied with only if the press can conveniently do so (Government Order, General Department, No. 4559, dated 4th July 1916).

512. The indents above referred to should be prepared on a very careful estimate of the requirements avoiding both reprints and surplus stocks. Reprint of special work involves extra expenditure to Government, and surplus involves waste of expensive materials. In no case will a reprint be undertaken without the sanction of the Superintendent, Government Printing and Stationery, Bombay.

513. *The Bombay Government Gazette* is printed by the Government Central Press, Bombay, and is issued weekly on Thursday morning. The notifications and other matter for publication in the gazette should be sent to the press daily as they are ready. On Wednesday they should be sent not later than 12 noon and late notifications not later than 3 p.m. Late notifications should be sent in case of emergency only, and should be signed by a responsible officer not below the rank of the Assistant Secretary. The press is authorised to keep back for publication in the following week's *gazette* matter which is not received by the hours fixed (Government Order, General Department, No. 4591, dated 5th July 1916). For other particulars of this item, see Chapter XXVI of this Manual.

514. *Form Work.*—Forms used in Government offices are divided into two classes: (1) standard, and (2) special (*vide* Government Resolution, General Department, No. 700, dated 27th January 1914).

(1) Standard forms are forms applicable to several offices and the average annual consumption of which is 500 copies (loose) or ten bound books or over.

(2) Special forms are further divided as under:—

(*a*) Forms which were originally standard, but which have been destandardized by Government orders owing to their limited requirements,

(*b*) Forms which are applicable to one or a few offices only, and

(*c*) Forms in the nature of rules, standing orders, etc.

515. Standard and destandardized [special class (*a*) forms] are dealt with separately under paragraphs 530 and *infra*.

516. *Special forms.*—Forms of classes (*b*) and (*c*) for the Bombay Province proper are printed and supplied by the presses concerned as indicated in the above rules. Forms of class (*b*) should be indented for triennial requirements. Class (*c*) will be printed and supplied at the time of each revision only under special orders of Government. —

N.B.—The presses do not keep any special forms in stock.

517. All forms—standard or special—must be sanctioned by Government (Government Resolution, Judicial Department, No. 8, dated 4th January 1909, and Government Resolution, General Department, No. 700, dated 27th January 1914).

518. The mere fact that a form has previously been printed at a Government press shall not be construed as an authority for its subsequent printing without Government sanction (Government Order, General Department, No. 8365, dated 17th October 1914).

519. Alterations or revisions to the standard forms, whether retained as such or destandardized, cannot be made without the previous sanction of Government (Government Resolution, Judicial Department, No. 8, dated 4th January 1909); but additions or alterations to special forms, class (*b*), can be ordered by the heads of departments or offices concerned (Government Resolution, General Department, No. 700, dated 27th January 1914).

520. The application to Government for their sanction to the printing of a form, either as standard or special, should fully explain the necessity of the form, and it should be forwarded through the Superintendent, Government Printing and Stationery, Bombay, for a certificate that a printed form similar to the one proposed to be printed does not already exist (Government Circular, General Department, No. 1817, dated 28th March 1898, Government Resolution, General Department, No. 5827, dated 27th September 1907 and Government Circular, Public Works Department, No. A-9416, dated the 28th September 1917). With a view to economy he should also make his recommendations regarding the size and the quality of paper to be used. (Government Order, General Department, No. 4001, dated 11th June 1917 and Government Order, General Department, No. 9176, dated 30th August 1920). The presses shall not undertake to print or supply a form which has not been sanctioned by Government and scrutinized by the Superintendent, Government Printing and Stationery, Bombay.

521. If any office has, at the time of indenting, any large stock of any form likely to last longer than the period covered by the indent, the surplus should be reported to the Manager of the press concerned who will issue instructions as to its disposal (*vide* Government Order, General Department, No. 2007, dated 23rd February 1920). It should be more economical to distribute such surpluses amongst those who require them direct from the office reporting the surplus.

522. The work of printing the special forms for the officers in the Bombay Province has been distributed over the year to suit the convenience of the press as well as the indenting officers, as shown below :—

April—
(1) Forms for the Secretariat.
(2) Forms for the Medical Department.
(3) Forms for the Judicial Department.
(4) Forms for the Jail Department.

June—
(1) Forms for the Agricultural and Veterinary Departments.
(2) Forms for the Registrar, Co-operative Societies.
(3) Forms for the Director of Industries and Director of Information.
(4) Forms for the miscellaneous departments.

August—
(1) Forms for the Excise Department.
(2) Forms for the Forest Department.
(3) Forms for the Registration Department.

October—
(1) Forms for the Educational Department.
(2) Forms for the Public Works Department.

December—
(1) Forms for the Police Department.
(2) Forms for the Magisterial Department.
(3) Forms for the Revenue Department (including Treasury officers).

February—
(1) Forms for the Department of Public Health.
(2) Forms for the Ports and Pilotage.
(3) Forms for the Stamp Department.

Note.—The indents according to the above arrangement are admissible only in the year in which they become due. Indents are not to be annual, but they should be triennial or quinquennial.

523. The indents for special forms (class C) should be made out in the prescribed indent forms (Form No. Gen. 207) which will be supplied by the press on application. The indents should be sent through the respective controlling officers who, after checking the requirements, should consolidate the indents of the officers under them, and forward the consolidated indents to the press together with a distribution list or the individual indents. The consolidated indents should reach the press concerned, by the 15th of the prescribed month. Indents received after that date will be complied with to the extent of the surplus remaining after distribution on indents received in time, and the press will not be responsible for the inconvenience caused on account of late indenting.

524. As special forms are not kept in stock by the presses, and as their reprints involve extra expense to Government and delay of other legitimate work, supplementary indents shall not be accepted except under very special circumstances which must be fully explained through the heads of the departments concerned. The original indents should, therefore, be very carefully prepared but this will not justify indiscriminate indenting and laying in heavy stocks in the indenting offices (Government Resolution, General Department, No. 1657, dated 16th May 1922). Orders issued by Government from time to time regarding economy in stationery and printing should be strictly observed in all offices.

525. In view of the facts that many files, the nature of the contents of which does not justify the expenditure incurred on their binding, are at present got bound at the Government presses, by officers, Government is pleased to lay down that, in the interests of economy only those files should be got bound either at the Government presses at Bombay and Yeravda, or locally elsewhere, which contain matter which ought to be preserved either permanently, or in view of the importance of the files as sources of references, for a period sufficiently long to justify binding (Government Resolution, General Department, No. 6986, dated 30th March 1940).

526. The indents for special forms shall not be accepted by the presses under the following circumstances:—

(1) If the main budget head to which the cost of forms is debitable is not shown on the indent.

(2) If the number of the form is not correctly specified in column 1 of the indent.

(3) If the indent is not accompanied by correct samples of the latest prints.

(4) If all the columns of the indents are not properly filled in, or when this is not done, the satisfactory reason for the omission is not explained. Columns 4 to 7 of the indent forms are not intended for those who are prepared to pay for the forms.

(5) If the certificates on the last page of the indent are not signed. These certificates should not be signed as a matter of course—the account of forms, which must be maintained by a senior clerk in each office (*vide* Government Order, General Department, No. 2007, dated 23rd February 1920 and Government Resolution, No. 1657, dated 16th May 1922) should be referred to when signing the certificates.

(6) If the nearest railway station or the seaport to which the consignment should be forwarded and the name of the officer to whose care it should be addressed are not furnished in the indent.

527. Forms which are not mentioned in the catalogue of special forms (to be supplied by the Government Central Press, Bombay, at the time of each revised reprint only) or which are not sanctioned by Government should not be indented for.

528. In the case of bound books, instructions regarding paging, stitching, class of binding required and the number of leaves to be bound in each book, and instructions on all other important points should be written clearly against the forms concerned.

529. Indents for special forms will be complied with by the presses within about two months of the dates prescribed for the submission of indents.

Standard Forms and Envelopes.

530. All standard forms and envelopes and the destandardized forms (Special forms Class—*a*) are printed, stocked and supplied on indents by the Manager, Yeravda Prison Press.

531. Standard forms are printed and supplied with special reference to the orders in Government Resolution, Judicial Department, No. 8, dated 4th January 1909, and Government Resolution, General Department, No. 700, dated 27th January 1914.

532. All standard forms and envelopes are shown in a Catalogue, a copy of which is supplied by the Yeravda Press to every indenting officer. The catalogue is revised periodically and pending its revised edition, it shall be kept up-to-date by those who receive it. All Government orders regarding additions to, alterations in, or cancellation of, the existing forms should be carefully noted in the catalogue immediately the orders are received. Instructions issued by the heads of departments should also be noted by the subordinate offices of those departments (Government Resolution, General Department, No. 927, dated 9th June 1922). No new form or envelope which is not sanctioned by Government shall be added to the catalogue.

533. As a safeguard against indiscriminate indenting, model indents have been sanctioned for all indenting officers of Government by the respective controlling officers (Government Resolution, General Department, No. 1657, dated 16th May 1922). They show the maximum quantity of different forms that may be supplied in a year under normal conditions. If, for any reason, a revision in the model indent is considered necessary, by any office, it should obtain the sanction of the controlling officer for the revision. The model indents are kept in the office of the Superintendent, Government Printing and Stationery, Bombay, for checking quantities asked for in the annual or supplementary indents on the press. It therefore follows that—

(1) All indents on the press, whether annual or supplementary, should be forwarded through the Superintendent, Government Printing and Stationery, Bombay.

(2) No indent on the press shall be accepted unless the indenting officer has a model indent sanctioned by his controlling officer on the file of the Superintendent, Government Printing and Stationery, Bombay.

(3) The fact that a model indent shows the maximum of each form that may be supplied by the press, does not mean that that quantity will be supplied as a matter of course. The quantity asked for must be justified by the balance in hand. If the stock on hand together with the fresh requisition is far in excess of the maximum allowed, a satisfactory explanation for the excess must come forward through the controlling officer.

(4) No new form will be supplied unless the maximum allowed is fixed by the controlling officer, and communicated to the Superintendent, Government Printing and Stationery, Bombay, for inclusion in the respective model indent.

534. Indents for standard forms, envelopes and the destandardized forms should be preferred on the blank indent forms (General 161) which can be obtained from the Manager, Yeravda Prison Press, on application. The blank indent form is prepared in triplicate sets and is intended to be written by carbon process for the duplicate and triplicate copies. The original or the top-most copy of each set is intended to serve as indent (to be kept at the press) and the duplicate is intended to serve as advice note. The triplicate is intended to serve as office copy for the indenting officer. The indenting officers should send in the indent form duly filled in, in duplicate (retaining the triplicate as office copy) through the Superintendent, Government Printing and Stationery, Bombay. As described above, the model indents sanctioned by the controlling officers are kept in the office of the Superintendent, Government Printing and Stationery, Bombay, and forms will not be supplied on them. The indents preferred on the indent form (General 161) will be scrutinized in the office of the Superintendent, Government Printing and Stationery, Bombay, with reference to the quantities sanctioned in the model indents and if they are found to be in order, they will be passed on to the Manager, Yeravda Prison Press, for compliance. If they are not in order, they will be returned to the indenting officer for correction.

535. To ensure economy in transit charges on forms, it has been ruled by Government that the annual indents should be very carefully made out to cover the requirements of all standard forms and envelopes for a year's use, and it is only under very exceptional circumstances that only one supplementary indent will be allowed in a year (*vide* Government Resolution, General Department, No. 927, dated 11th January 1927). Cases of new forms sanctioned by Government after the submission of the annual indent and before the next annual indent becomes due will be exempted from the operation of this rule, if the form is intended for immediate adoption.

536. Supplementary indents should also be made out on the prescribed form (Government Resolution, Judicial Department, No. 8, dated 4th January 1909). The form of the supplementary indent is a standard form numbered (General 89) and shown in the catalogue of standard forms. Letter indents or requisitions by telegrams will not be attended to. Supplementary indents are to be sent through the

controlling officers and should also be sent to the Superintendent, Government Printing and Stationery, Bombay.

537. In order that the work in the Yeravda Prison Press should be evenly distributed over the year, the following months have been prescribed for the annual indents (Government Resolution, General Department, No. 927, dated 9th June 1922 and 6th November 1924) :—

April—

(1) Secretariat Departments.
(2) Cantonment Authorities.
(3) Municipalities.
(4) District Local Boards.
(5) Other Local Funds.
(6) Medical Department.

June—

(1) Public Health Department.
(2) All Departments of the Central Government.
(3) Industries and Information Department and Labour Office.
(4) Revenue, Magisterial and Treasuries (except offices on the sea-coast).

August—

(1) Excise and Opium departments (except the Nasik Distillery).
(2) Agricultural and Veterinary Departments.
(3) Stationery and Printing Department.
(4) Commercial Undertakings.
(5) Village Panchayats.

October—

(1) Revenue, Magisterial, and Treasury Officers on the sea-coast.
(2) Jail Department.
(3) Registration Department.
(4) Police Department.

December—

(1) Educational Department.
(2) Public Works Department (except commercial undertakings under the P. W. D.)

February—

(1) Judicial Department.
(2) Forest Department (except commercial undertakings under the Forest Department).

538. Except in very special cases, the Manager of the Yeravda Prison Press will not comply with the indents in the following cases :—

(1) If the indent has not been made out on the authorised form.

(2) If the register number allotted to the officer and communicated to him by the press has not been shown on the indent.

(3) If the budget head to which the cost of the supply is debitable has not been stated [General Circular letter No. II-(T.M. 48-1409A) dated 10th November 1922, from the Accountant General, Bombay.]

(4) If the language in which each form is required has not been shown.

(5) If any or all of the columns of the indent form showing the quantities sanctioned in the model indent, particulars of the last indent, and the balance in hand have not been properly filled up.

(6) If the certificates on the first page of the indent, especially certificate No. 4, have not been completed by the indenting officer with his signature (Government Resolution, General Department, No. 1657, dated 16th May 1922).

Each office is expected to maintain an account of forms and envelopes supplied to it.

Note.—In the above cases the indents shall be referred back by the Press to the officers concerned for supplying the omissions or other details.

539. The letters E, M, G, K, S and U, have been adopted to indicate English, Marathi, Guzerati, Kannada, Sindhi and Urdu languages respectively in the column "Language in which authorised" in the catalogue of the forms. The language in which the forms are required must invariably be shown in the indent.

540. Government offices or bodies financially independent of Government which pay for supplies need not comply with the rules mentioned in paragraphs 533 and 538 (3, 5 and 6).

541. The annual indents should reach the office of the Superintendent, Government Printing and Stationery, Bombay, by the 15th of the month which is allotted to them, so that after checking the requirements by that office, the indents should reach the Yeravda Prison Press before the close of that month.

542. Forms or envelopes which do not appear in the catalogue or which have not been subsequently sanctioned by Government should not be included in the indent.

543. Officers of the Central Government shall not be supplied with any forms unless their indents are countersigned by the Controller of Printing and Stationery, New Delhi. The cost of the forms supplied to them is debitable to the Central Government. Envelopes are not to be supplied to the officers of the Central Government.

544. Indents from officers of the Central Government for forms required to administer funds in their charge need not be countersigned by the Controller of Printing and Stationery, New Delhi, as the cost of the supply is payable from the funds concerned.

Indents from an officer of the Central Government acting as an agent of the Government of Bombay for forms required by him in that capacity should be forwarded through the Superintendent, Government Printing and Stationery, Bombay, as any other officer of the Government of Bombay, as the cost of the supply is debitable to the local Government.

545. Standard forms are supplied on payment to local bodies financially independent of Government, e.g., municipalities and local boards, and to quasi-Government institutions or institutions aided or recognised by Government, e.g., private schools, colleges and dispensaries, etc. Indents from such institutions should be sent direct to the press on the authorised indent forms and not through the Superintendent, Government Printing and Stationery, Bombay.

546. Cheque books are treated as standard forms and local bodies and non-Government institutions can get them on payment from the Manager, Yeravda Prison Press (Government Memorandum, Finance Department, No. 5102/A, dated 17th April 1928).

547. With a view to prompt recovery of claims, Government have ruled (*vide* J. D. Letter No. 4068 dated 30th May 1914 to the Inspector General of Prisons, Poona,) that in all cases where the cost of the supply is to be recovered in cash, the supply should be sent by V. P. P. Where the consignment does not admit of its being sent by post, the same will be sent by rail and the railway receipt will be sent by V. P. P. Cost of supplies made to institutions situated in Poona shall be recovered on delivery.

548. Officers are also authorised to pay for the forms asked for by them by "Advance payment system" (*vide* Government Resolution, General Department, No. 8921, dated 23rd August 1932). Indenting parties who choose to pay according to this system should give an intimation to that effect to the Manager, Yeravda Prison Press, while sending their indents and he will communicate the price of the Forms. Within three weeks of the receipt of such communication the indenting party concerned should credit the amount of the price of the forms in the nearest Government treasury to the head of account communicated by the manager and send forthwith the intimation of credit through the treasury officer concerned, to the manager. The forms will be supplied by the manager of the press on receipt of the intimation of credit from the treasury officer.

549. The supply from the press is accompanied by an advice note. The carbon duplicate of the indent form or the advice note form filled in by the indenting officer and sent by him with the indent is checked by the press with the forms or envelopes supplied, and is forwarded to the officer with the consignment. If the press is unable to comply with the indent in full, part supplies are made, and the advice note filled in by the officer is sent with the consignment of the first supply. Advice notes for subsequent supplies will be made out by the Press.

550. As soon as the consignment reaches the indenting officer, the contents shall be carefully checked with the advice note by some responsible official, and the advice note shall be completed, signed and returned to the press with remarks in red ink showing discrepancies, if any, duly attested by the Head of the office. If any action by the press on these remarks is expected, a separate letter shall be sent to it for that purpose.

551. Items of the indent which the press is not able to supply on account of the stock being exhausted will be encircled by the press in the advice note, stating that they will follow. Such items should not be shown in the letter of complaint. If any item is not to be supplied for any other reason, a remark to that effect will be made by the Press in the advice note.

552. If there is any doubt about the description or the standard number of any item, the press will call for a printed sample by making a remark in the advice note. If such a sample is not furnished when the advice note is returned to the press, the item in question will be deleted by the press from the indent.

553. If the consignment contains any form or forms in excess of the quantity indented for, or forms not indented for at all, the fact should be communicated to the manager of the press for instructions as to the disposal of such items. Forms should not be returned to the press without such instructions.

554. Each consignment has its own advice note. Advice notes for part supplies should not, therefore, be detained by the receiving officers till their indents are fully complied with by the Press.

555. The maximum period allowed for the return of the completed advice notes is only a fortnight after the receipt of the consignment. If the advice notes are not returned even after receipt of a reminder from the press, the supply will be presumed to have been correctly received. (Government Resolution, General Department, No. 4604, dated 10th June 1914). Complaints on non-receipt or for discrepancy in the supply, not received within the above time-limit will not be attended to by the Press.

556. In all communications regarding indents and supplies thereon, the press register number allotted to the indenting officer should be shown at the top to facilitate the required action by the press which is otherwise likely to be delayed.

557. The following standard forms are supplied to the officers shown against them on the permanent advance system, *vide* paragraph 558 :—

Standard No. of the Form.	Description of the Form.	Price.	Per.	To whom supplied.
		Rs. a. p.		
R. V. 10 ..	Village Form VI—for giving copies.	0 4 0	20 copies loose.	Mamlatdars and Mahalkaries.
R. V. 38-A ..	Village Forms VII and XII—for giving copies.	0 4 0	Booklet containing 20 copies.	
R. V. 17 ..	Holding Sheet ..	0 4 0	20 copies.	
R. D. 6 ..	Application form for copies ..	0 4 0	20 copies.	

Standard No of the Form.	Description of the Form.	Price. Rs. a. p.	Per.	To whom supplied.
R. V. 16 ..	Village Form VIII-A—Land Khatas.	0 4 0	Book of 40 leaves.	Mamlatdars and Mahalkaries in the Kolaba District.
R. V. 18 ..	Village Form VIII-B—Annual Vasulbaki Khatas.	0 4 0	Book of 20 leaves.	
R. V. 19 ..	Village Form IX—Combined Day and Counterfoil Receipt book.	0 8 0	Book of 20 leaves.	
R. L. 2 ..	Prospecting License Form ..	0 6 3	Copy ..	District Magistrates.
R.L.S. 6. ..	Mining Lease Form ..	0 14 0	Copy ..	
C.T.S. 10-A..	Extract from the Property Register.	0 2 0	Copy ..	City Survey Officers and Maintenance Surveyors.
C.T.S. 22 ..	Cards for giving extracts from the Property Register Cards.	0 2 0	Copy ..	
M. M. 39 ..	Register of stock and of sale of arms, ammunition and military stores (in English and Sindhi).	1 14 0	Book ..	
M. M. 39 ..	Register of stock and of sale of arms, ammunition and military stores (in M. G. K.).	3 8 0	Book ..	
M.M. 122 ..	Sub-Register of Poisons (in English and Marathi).	7 3 9	Book ..	
M.M. 122 ..	Sub-Register of Poisons (in English and Gujarati).	6 14 3	Book ..	District Magistrates and the Commissioner of Police, Bombay.
M.M. 122 ..	Sub-Register of Poisons (in English and Kannada).	6 15 0	Book ..	
M.M. 123 ..	Monthly stock book of Poisons (English and Marathi).	3 6 0	Book ..	
M.M. 123 ..	Monthly stock book of Poisons (English and Gujarati).	3 12 0	Book ..	
M.M. 123 ..	Monthly stock book of Poisons (English and Kannada).	4 12 6	Book ..	
M.M. 123 ..	Monthly stock book of Poisons (English and Sindhi).	4 14 3	Book ..	
M.M. 123-A	Prescription Register ..	1 11 0	Book ..	
	Service Books	0 2 6	Book ..	Treasury Officers, Mamlatdars and Mahalkaries in the Ratnagiri District.
	Receipt Books for Upari Tenants.	0 5 0	Book ..	

558. The permanent advance system explained in the preamble to the Government Resolution, Public Works Department, No. A-1043, dated 31st January 1913, is detailed below :—

The number of forms approximately required for a year's use will be supplied by the press and treated as the permanent advance to the officer concerned.

The forms should be sold by the officer to the public at the rates communicated by the press, and when it becomes necessary to recoup the permanent advance, the money recovered by the sale should be paid into the treasury to the credit of "XLV-Stationery and Printing—Other Press Receipts—Jail and other Presses,—Yeravda", and the treasury chalan should be forwarded to the press with the requisition for recoupment on the prescribed form (which will be supplied by the press on application). The certificate on the indent to the effect that recoupment has not previously been obtained or applied for on the strength of the chalan should be signed by the indenting officer after careful inquiry. The permanent advance shall not be recouped until the stock runs very low, say to one-third of the original advance. If, however, an office has got more than one form as its permanent advance, and the stock of one or a few of them requires replenishment, the stock of all other forms should also be recouped even if it has not been reduced to the prescribed limit. This exception is intended to save frequent transactions of recoupment and despatches from the Press.

The Officer to whom the advance is made shall be responsible to account for the same in the same manner as he is responsible to account for the cash permanent advance to meet the contingent expenses. He shall furnish a certificate to the press on the 1st of April of every alternate year, giving details of the stock and sale proceeds on hand and a declaration that he is responsible for the *entire amount* of the advance.

559. With a view to economy in the use of envelopes, economy slips (General 161 and 163) should be used. (Government Resolution, General Department, No. 1185, dated 30th March 1922).

560. Desk diaries and calendars are printed annually and supplied on indents from Government offices only. They are supplied to the officers of the Central Government if they ask for them on payment.

561. Desk diaries and calendars shall not be supplied to bodies financially independent of Government or private persons even on payment. (Government Letter, General Department, No. 4140/500-C, dated 11th February 1927, to the Superintendent, Government Printing and Stationery, Bombay).

562. The scale of supply to the offices under the Government of Bombay has been laid down in Government Resolution, General Department, No. 4141, dated 22nd June 1923, subsequently modified by different Government orders.

Generally, one paper bound diary is allowed to each gazetted officer and to each non-gazetted officer whose maximum pay is Rs. 200 per mensem or over. A small office of three or four clerks is allowed a paper bound diary in addition to the copy for the head of that office. In large offices, one paper bound diary is allowed for each of its different sections and branches.

563. Indents shall be sent to the press annually by the officers in charge of the district administration, before the 1st September, for desk diaries and calendars of the following year. The District indents shall cover the requirements of the offices subordinate to the District Administration. Diaries and calendars are printed just sufficient for the requisitions received within the time specified. Indents received late, will not, therefore, be attended to by the Press.

564. The following indent form is prescribed and recommended :—

Serial No.	Name of office.	Number of gazetted officers.	Number of non-gazetted officers whose maximum pay is Rs. 200 and over.	Number of branches in the office.	Total number of clerks in each office.	Number of paper bound diaries and Calendars required.
1	2	3	4	5	6	7

565. Officers in the Bombay and Poona cities should return their empty packing cases to the Government Stationery Office, Bombay, and the Yeravda Prison Press, Yeravda, respectively ; Government officers at other places need not return the empty boxes if—

(*a*) the total cost of transport is more than the published rates of the boxes ;

(*b*) the price obtained by local sale is equal to or more than the difference between the cost of the new boxes and the cost of their transport ;

(*c*) the condition of the boxes would preclude the possibility of their being used again. (*Vide* Government Resolution, General Department, No. 927, dated 17th January 1928 and No. 927, dated 27th November 1929).

(Government Resolution, Judicial Department, No. 2615, dated 14th May 1906.)

Orders regarding the printing and supply of envelopes to the various Government departments from the Yeravda Printing Press.

Letter from the Inspector General of Prisons, No. 5894, dated the 15th August 1905.

* * * * * * *

RESOLUTION.—The list of standard envelopes submitted by the Inspector General of Prisons is approved with certain additions which are included in the list accompanying this resolution. No envelopes other than those shown in the list should be supplied without further sanction, nor special qualities of paper. Any recommendations for additions to or alterations in the list should be forwarded to Government through the Inspector General of Prisons. Similarly suggestions regarding the quality of paper used should be addressed to the Inspector General, who will obtain the orders of Government, if necessary.

2. Envelopes bearing franks will in future not be printed at the Yeravda Press. All heads of offices are authorised to use a rubber stamp for the purpose of franking envelopes.

(Government Resolution, Judicial Department, No. 6057, dated 13th November 1906.)

Subject.—Printing and supply of standard forms to Government officers other than the Accountant General and the Secretariat Departments.

Read Resolution of Government No. 4453-X, dated 16th August 1906.

Letters from the Commissioners, Northern Division, Central Division and Southern Division, No. 3672, dated 12th September 1906.

* * * * * * *

RESOLUTION.—In Government Resolution No. 4453, dated the 16th August 1906, the Commissioners were requested to consider the whole question of the printing and supply of standard forms to officers other than the Accountant General and the Secretariat departments, their attention being directed in particular to the following points :—

(1) The necessity for an examination of present stocks in the offices ;

(2) The necessity for such revision of the indents now submitted both for standard forms and envelopes as will prevent excessive indenting ; and

(3) The necessity for a revision of the lists or schedules of standard forms.

2. As regards the first point, the commissioners accept the suggestions placed before them for consideration by Government, viz. :—(1) that the examination of present stocks of forms and envelopes should be made in each office by a member of its own establishment, and (2) that all forms the use of which has been discontinued by orders of Government, and all stocks of forms and envelopes in excess of actual requirements for the next twelve months, should be listed in order that they may be returned to the press or be transferred to other officers whose stocks are running short. As suggested by the commissioners, the clerks or karkuns appointed in each office to examine the existing stocks would work under the supervision of the head of the office and the result should be reported to the head of the department, who should transmit the report to Government. The attention of all heads of departments and the offices should be drawn to the last paragraph of the Commissioner's report.

3. As regards the second point, Government approve the proposal made in paragraph 3 of the Commissioner's report and are pleased to direct that commissioners should fix model indents for forms and envelopes for their own offices and for the offices of collectors and of political agents subordinate to them, the collectors of all offices subordinate to them, the district Judges for the offices of all courts subordinate to them, the Inspector-General of Police for the offices of the Deputy Inspector-General of Police (except the Deputy Inspector General of Police for Sind) and of the Superintendents of Police. The Agent to the Governor, Kathiawar, the Political Agent, Kolhapur and Southern Mahratta country, and the Political Agent, Cutch, should prepare model indents for their own offices and those subordinate to them and submit them to Government in the Political Department for final approval. The Remembrancer of Legal Affairs should fix model indents for the offices subordinate to him, but his own model indent should be submitted to this department for approval. Similarly the Chief Presidency Magistrate, Bombay, the Chief Justice of the Court of Small Causes, Bombay, and the Special Judge under the Deccan Agriculturists' Relief Act should fix model indents for offices of the courts subordinate to them, their own model indents, however, being submitted to the Judicial Department, for approval. The Inspector General of Police, the District Judges and the Commissioner of Police, Bombay, should prepare model indents for their own offices and forward them to this department for approval. Orders for other departments will issue separately.

When these model indents have been fixed one copy should be sent to the office concerned for guidance and a duplicate forwarded to the Yeravda Press for use in the press. Thereafter in all indents for numbers of forms or envelopes in excess of the number shown in the model indent the reason for any appreciable excess should be explained, and if the press requires it, the sanction of the officer to whom the indenting officer is immediately subordinate should be obtained to the enlarged demand and the alteration of the model indent for the particular office.

4. As regards the revision of the lists or schedules of standard forms, Government concur in the opinion expressed in paragraph 4 of the Commissioner's letter, and are pleased to appoint Mr. Phirozsha Pestonji Jehangir to be on special duty in connection with this work for a period of three months. He should report on the points mentioned in the Commissioner's letter. While so employed he will draw the pay which he would have drawn had he continued to hold his permanent appointment without any deputation allowance. He will be given the services of a clerk (to be selected by him) on Rs. 50 per month. He should consult the Registrar, High Court, about the forms prescribed by that Court, the Inspector-General of Police, and other heads of departments, and also the Superintendent, Yeravda Central Prison, fully before submitting his proposals. He should be instructed to economise in every possible way, and should aim *inter alia* at reducing the number of forms by the use of biglot or polyglot printing and by the elimination of entries of forms with only such differences as are necessitated by appending the style of different officers who use the form. It is also desirable that at the same time the sizes of the forms and the quality of the paper to be used should be determined after consultation with the press authorities. The special officer's report should be submitted through the commissioners, who will consider it in the committee and transmit it to Government with their remarks. The Superintendents, Yeravda Prison Press, Poona, and Government Central Press, Bombay, should supply the special officer with copies of the indent forms now in use and with any other forms or any other information he may require.

(Government Resolution, Judicial Department, No. 8, dated 4th January 1909.)

Rules for the submission of indents for forms and envelopes to the Yeravda Central Prison Press.

RESOLUTION.—The Governor in Council is pleased to sanction the rules, which are printed as Appendix A to this Resolution, for regulating the submission of indents for standard forms and envelopes to the Yeravda Prison Press. All indenting officers are requested to see that the rules are carefully observed and the controlling officers should check any tendency to submit frequent supplementary indents.

Appendix A.

1. All standard forms are included in the several indents and the Prison Press can supply no forms not so included. The same rule applies to envelopes, and only those authorised by Government and included in the indent (as issued by the Prison Press) can be supplied.

2. Annual indents for forms should reach the press at the latest by the 15th of the month allotted for the same (see statement attached to these rules). Any indent except supplementary indent, not received before

the fixed date will be dealt with by the press as opportunity offers and the indenting officer must be prepared for delay in the receipt of the forms.

3. Supplementary indents (Red form No. Genl. 310) will be attended to only if countersigned by the controlling officer. Officers sending in supplementary indents should make every endeavour to anticipate their requirements by a full month.

Note.—The following officers are controlling officers within the meaning of this rule :—

District Judges, Collectors and District Magistrates, Superintending Engineers of Divisions, Government Examiners of Railway Accounts, Bombay and Dharwar, and heads of departments.

4. When forwarding annual or supplementary indents to the Prison Press, the following rules should be observed :—

(*a*) Indents, whether annual or supplementary, must be prepared on the authorised printed indent form and in no other manner. The press should send to each officer who indents for forms of any particular department, copies of the indent forms of that department during the first ten days of the month preceding that in which the indents are due. Forms of supplementary indents will be supplied on application only.

(*b*) All information called for in the indent form should be correctly filled in.

(*c*) A separate indent, whether annual or supplementary, is required for each class of forms.

(*d*) In every case the indenting officer will see that the correct address to which the forms should be sent is filled in on the last page of the indent form.

5. It is important to remember that—

(*a*) No new form or envelope will be printed ; and

(*b*) No correction in an existing standard form or in the indent will be made without the sanction of Government.

(Government Resolution, General Department, No. 927, dated 3rd November 1921.)

Procedure of sending indents for forms and envelopes to the Manager, Yeravda Prison Press.

Letter from the Superintendent, Government Printing, Bombay, No. 1133, dated the 26th May 1921 :—

"I have the honour to solicit a reference to Government Resolution, Judicial Department, Nos. 8, dated 4th January 1909, and 7008, dated the 18th December 1909. The due dates of indents for several kinds of forms were fixed therein to ensure a fair distribution of work in the press over the year. The arrangement has been in force since the date of the Government resolutions and worked fairly satisfactorily. Under that

arrangement different classes of forms have been shown in the different schedules and each office has to indent separately for each class on the dates sanctioned in the above resolutions. This means that each department has to send at least three indents on the press during a year, e.g., (1) indent for the departmental forms such as Revenue, Public Works Department, Forests, etc., (2) Indent for standard envelopes, and (3) Indent for forms of General use. In addition to these if any form or forms of one department is or are suitable for another department (such cases are not infrequent) that other department has to indent for them separately on the due dates.

2. I have had this subject under consideration for some time and on carefully looking into it, I have come to the conclusion and would recommend, that all standard forms and envelopes of any department, whether a departmental or a general character should be grouped together in one schedule and that each officer should send only one annual indent for all its requirements, instead of several on different dates as at present. If this is approved, it would undoubtedly be a great convenience to the indenting officers and to the press and would ensure considerable economy in labour, material, freight and in many other ways.

3. The idea of even distribution of work at the press over the year can be granted by fixing different dates for different departments, subdivisions of departments or districts.

4. Should the idea be approved, it will be necessary to recast the schedules and as the change is calculated to effect saving, early orders are solicited."

Memorandum to the Superintendent of Government Printing, Bombay, No. 8206, dated the 7th July 1921.

Memorandum from the Superintendent of Government Printing, Bombay, No. 2061, dated the 16th July 1921.

RESOLUTION.—The proposals made in paragraph 2 of the Superintendent's letter dated the 26th May 1921 are approved and should be complied with.

(Government Resolution, General Department, No. 927, dated the 9th June 1922.)

Procedure of sending indents for forms, etc. to the Yeravda Prison Press.

Letter from the Superintendent, Government Printing and Stationery, Bombay, No. 5323, dated the 19th January 1922 :—

"With reference to Government Resolution, General Department, No. 927, dated the 3rd November 1921, I have the honour to refer to paragraph 3 of this office No. 2061 dated the 16th July 1921 and to enquire whether any orders are being issued to the heads of departments to submit their consolidated indents and, if not, to request that a general

order may kindly be issued to all heads of Departments to submit a consolidated indent of all standard forms required by all officers under them.

On receipt of these indents, this office will take steps to have the indent forms printed and will intimate the months in which the various officers should submit their indents to the press."

* * * *

Memorandum from the Superintendent, Government Printing and Stationery, Bombay, No. 5965, dated the 17th February 1922 :—

"Returned with compliments.

2. I propose to introduce this revised system of indenting for standard forms from June 1st, 1922. The press is preparing a list of all standard forms kept in stock, copies of which it is proposed, should be printed and distributed once in every five years. As new forms are likely to be sanctioned, I have to request that all department of the Secretariat may be asked to give any new forms a standard number in consultation with the press before issue of the orders, so that when any form is sanctioned officers may add the form to the lists supplied in order to keep them up-to-date. As stated above, this system is to be brought into force from 1st June 1922, and I forward herewith a list showing the months in which indents for standard forms should be submitted by different departments to the Yeravda Prison Press with a request that Government will kindly issue an order notifying these dates to all officers.

A statement of departments with months in which their indents should be due at the press :—

April—

(*i*) Secretariat including Bombay Development.
(*ii*) Cantonment.
(*iii*) Municipal.
(*iv*) District Local Board.
(*v*) Other Local Fund.
(*vi*) Medical.

June—

(*i*) Public Health.
(*ii*) Income Tax.
(*iii*) Political.
(*iv*) Ecclesiastical.
(*v*) Industries and Information.

August—

(*i*) Customs, Salt, Excise and Opium.

(*ii*) Agriculture.

(*iii*) Audit—Provincial and Central.

(*iv*) Stationery and Printing.

(*v*) Ports and Pilotage.

(*vi*) Mint and currency.

October—

(*i*) Revenue including Treasury Officers.

(*ii*) Jail.

(*iii*) Registration.

December—

(*i*) Educational.

(*ii*) Public Works Department.

(*iii*) Police.

February—

(*i*) Judicial proper.

(*ii*) Forests.

(*iii*) Magisterial.

RESOLUTION.—The proposal made in paragraph 2 of the Superintendent's Memorandum No. 5965, dated the 17th February 1922, is approved and should be complied with.

(Government Resolution, General Department, No. 927, dated 11th January 1927.)

Subject.—Economy in indenting of standard forms etc., required by officers.

Letter No. R.O. 54/280, dated the 18th August 1926.

Government Memorandum, No. 927/11771-G, dated 24th August 1926.

Memorandum No. P.B. 2776, dated 25th September 1926, from the Superintendent, Government Printing and Stationery, Bombay.

RESOLUTION.—The proposal made by the Superintendent, Government Printing and Stationery, for the submission of one supplementary indent of forms, if necessary, in a year by each officer in addition to his annual indent is approved on the understanding that the supplementary indent shows (1) previous consumption for twelve months, (2) actual stock in hand, and (3) number indented for. The Superintendent should be requested to prepare the indent form accordingly. The controlling officers should also be requested to scrutinize the supplementary indents more carefully in future before they are passed on to the Yeravda Prison Press for compliance.

(Government Resolution, General Department, No. 7965, dated the 29th November 1930.)

Subject.—Supply of standard forms to local bodies, etc., on payment.

Letter from the Superintendent, Government Printing and Stationery, No. P.B. 393, dated the 24th/27th May 1930 :—

" I have the honour to report that in Government Resolution, General Department, No. 7436, dated the 18th March 1929, Government have ordered that the supply of stationery articles to local bodies should be discontinued and that in future no articles should be supplied to such bodies and other private institutions without the express sanction of Government. I have therefore to enquire whether Government desire that these orders should also be made applicable in the case of standard forms supplied by the Yeravda Prison Press. At present standard forms are supplied on payment to (1) some of the Indian States in and out of the Bombay Presidency, (2) Private Institutions, (3) Municipalities, (4) District Local Boards, (5) Dispensaries and Hospitals in the Western India States Agency, (6) Schools in Native States, (7) Grant-in-aid Dispensaries and Veterinary Dispensaries, (8) Aided Private schools and schools recognised by the Bombay Government, and (9) Co-operative Societies. Some of these institutions are supplied with these forms on payment on the authority of the following Government Resolutions :—

Government Resolution, General Department, No. 353, dated 25th January 1889.

Government Resolution, General Department, No. 6007, dated the 30th July 1914.

Government Resolution, Revenue Department, No. 6443, dated the 11th July 1914.

Government Resolution, General Department, No. 4536, dated the 8th June 1914.

Government Resolution, Revenue Department, No. 149, dated the 6th January 1915.

Letter No. 0-2-C, dated 3rd February 1926, from the Director of Public Instruction, Bombay Presidency, Poona (copy enclosed).

In other cases no authorities are available. I therefore request Government to kindly issue definite orders in this case at an early date."

RESOLUTION.—The Superintendent, Government Printing and Stationery, should be informed that the supply on payment of standard forms to the institutions and States mentioned in the accompanying list should be continued. Envelopes, compilation covers, case boards, file boards and slip blocks cannot be regarded as standard forms and their supply should be stopped.

List of Institutions referred to in the Government Resolution.

1. Medical Institutions—Dispensaries and hospitals in the Western India States Agency.
2. Medical Institutions outside the Presidency.
3. District and Taluka Local Boards.
4. Municipalities, Notified Area Committees and Sanitary Committees.
5. Executive Officers of Cantonments.
6. Village Panchayats.
7. Grant-in-aid Dispensaries and Veterinary Dispensaries.
8. Educational Institutions such as recognised and aided schools.
9. Schools in Indian States.
10. Indian States in and out of Bombay.
11. Co-operative Societies.

(Government Resolution, General Department, No. 8921, dated 23rd August 1932.)

Subject.—Procedure regarding recovery of cost of forms and envelopes (standard) supplied to local bodies, etc., on payment.

RESOLUTION OF GOVERNMENT.

In supersession of the orders issued by them previously on the subject, Government are pleased to direct that in future local bodies, institutions, States, etc., which are authorised under Government Resolution, General Department, No. 7965, dated 29th November 1930, to obtain forms on payment from the Yeravda Prison Press, should be permitted to pay for them either by the V.P.P. or "Advance" payment system. Indenting parties who choose to pay according to the latter system should give an intimation to that effect to the Manager of the Press, while sending their indents and he will then communicate to them the price of the forms. Within three weeks of receipt of such communication, the indenting party concerned should credit the amount of the price of the forms in the nearest Government Treasury, and send forthwith the intimation of the credit through the treasury officer concerned to the manager. The treasury officers should transmit such intimations promptly to the manager. After this intimation is received by him, the manager should supply the forms as soon as possible.

2. In any case in which the indenting party omits to state, while sending its indent, that the forms should be supplied on the "Advance" payment system, the manager should send the forms by V.P.P.

(Government Resolution, General Department, No. S. 62, dated 15th March 1935.)

Subject.—Printing of Destandardized forms at the Yeravda Prison Press.

Letter from the Superintendent, Government Printing and Stationery, No. P.B. 2595, dated the 21st/26th February 1935:—

"I have the honour to report that at present all destandardized forms are printed at the Government Central Press, Bombay, every fifth year after obtaining the requirements of all officers for 5 years. As a rule, the revision of destandardized forms is not watched by any particular officer nor is it possible for this department to know whether the sample received along with the indent is the correct form after carrying out the necessary revision, if any. Further, it is also not possible for this department to know whether the quantity indented for is really required. Personally I am of opinion that it is not quite a sound policy to issue stocks to officers to last for a number of years. In the case of some offices the accommodation available for keeping forms is very scanty and further there is no definite system laid down for keeping a very accurate account of these forms. It is therefore distinctly to the advantage of Government to supply officers as far as possible with a stock lasting for a much less period. I therefore propose that these destandardized forms should in future be printed at the Yeravda Prison Press for supply to officers annually along with their requirements for standard forms. As the consumption of these forms is small, the press should print and stock three or five years' requirements at a time according to its convenience, but in no case should the supply be made for more than one year's requirements. If Government agree with my proposal, I will make arrangements at the Yeravda Prison Press for printing, stocking and supplying all these destandardized forms. Further, in order to minimise the clerical work, some new method will have to be introduced in that press for maintaining the account, etc., and I will look into this question as soon as the orders of Government are received.

Early orders are requested."

RESOLUTION.—The proposal of the Superintendent, Government Printing and Stationery, to print the destandardized forms at the Yeravda Prison Press for supply to officers annually along with their requirements for standard forms is approved.

(General Department Circular No. 3303/33, dated 23rd May 1940.)

In Government Circular, General Department, No. 3303/33, dated the 28th June 1939, orders were issued regarding economy in the use of stationery articles. It has now been reported to Government that prices of straw boards and manilla boards have gone up and that it is likely that sufficient quantities of these articles will not be obtained even at a higher price, if the situation created by the war continues. It is necessary, therefore, that strict economy should be exercised in respect of those items of stationery which require the use of the above articles for their manufacture. All departments of the Secretariat and the heads of offices under them are accordingly requested to exercise the strictest economy possible by going through their annual demands very carefully and reducing to the minimum their requirements for (1) compilation covers (Standard Form No. Genl. 104) and (2) File boards (Standard Form Genl. No. 159). In this connection the following measures or such other steps as may be deemed necessary should be taken :—

(*i*) At present it is the tendency in Government offices to open a large number of files every year. It is suggested that the old files should continue to be used for a number of years until there are sufficient papers in them.

(*ii*) After a limited period all the old files should be gone through and the records destroyed if permissible and the file boards of old records should be used for opening new files.

2. The annual demands for case boards (Standard Form No. Genl. 139) should also be scrutinised and reduced wherever possible.